

## **Law Clerk**

**August 2021/ August 2022 Term**

**Vacancies: 3**

**Closing Date: Open Until Filled**

**Office:** District Court for Baltimore City

**Salary:** \$47,349 Non-Bar Member

\$52,601 Bar Member

**Period: August 2021 – August 2022**

**FLSA Status:** Exempt

**Position Type:** Regular/Temporary, Full Time, At-Will

**Financial Disclosure:** No

**Essential Functions:** The Law Clerk provides legal support to the Administrative Judge as well as the Associate Judges for the First District Court of Maryland, sitting in and for Baltimore City. The Law Clerk conducts legal research, prepares briefs and motions, reviews court files, drafts memoranda, revises work product, updates law books and training materials, briefs recent appellate opinions, and updates and organizes libraries. The Law Clerk also plays an important role in support of the District Court's Problem-Solving Courts, by providing legal research for the programs, which includes Mental Health Court, Drug Court, and Veterans Treatment Court. Additionally, the Law Clerk will have the opportunity to attend court proceedings and stakeholders' meetings on a variety of subject areas and will perform various duties as assigned.

**Education:** Juris Doctorate degree from an ABA-accredited law school required or will obtain by end of Spring 2021.

**Skills/Abilities:** Excellent legal research and writing skills. Proficient in conducting research in Westlaw and LexisNexis. Significant knowledge and understanding of laws, rules, court procedures and the progression of various case types from original filing, disposition, charging through trial, sentencing, modification, and violation of probation stages. Knowledge of general office work, including filing and recording information. Proficient in using Microsoft Office Suite including word and Excel. Excellent organizational and time management skills. Ability to read and understand law-related materials. Ability to compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

To apply, please send the following: **cover letter, resume, two writing samples, law school transcript and three references to Diane Johnson at [Diane.Johnson@mdcourts.gov](mailto:Diane.Johnson@mdcourts.gov).**

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